

DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
045			RESERVE CAREER PLANNING Functional Area Manager: MARINE FORCES RESERVE (MARFORRES) Point of Contact: MGYSGT MARK D. MONROE (DSN) 678-5275 (COML) 504-678-5275 Date Last Revised: 15 July 2009
045	01		CAREER PLANNING S N C O I C
045	01	001	Does the Staff Non-Commissioned Officer in Charge (SNCOIC) conduct required quarterly training for all subordinate Career Retention Specialists (CRS)? Reference MCO P1040.31J, CHAP 3, PAR 3006.1
045	01	002	Does the SNCOIC advise the Commander of current Marine Corps Enlisted retention matters? Reference MCO P1040.31J, CHAP 3, PAR 3004.4
045	01	003	Does the SNCOIC coordinate the implementation of the FTAP/STAP within the command? Reference MCO P1040.31J, CHAP 3, PAR 3004.2; CURR FY ENL RETENTION GUIDELINES (MARADMIN)
045	01	004	Does the SNCOIC conduct on sight inspections of subordinate commands IAW the AIRS checklist? Reference MCO P1040.31J, CHAP 3, PAR 3004.2
045	01	005	Does the SNCOIC conduct quality control on all RELM requests submitted by subordinate CRS? Reference MCO P1040.31J, CHAP 3, PAR 3004.2
045	01	006	Does the SNCOIC, with the guidance of the Commanding Officer and Sergeant Major develop an adequate plan to meet the current FY enlisted retention goal? Reference CURR FY ENL RETENTION GUIDELINES (MARADMIN) 330/09 FOR FY 2010

045 02 CAREER PLANNER KNOWLEDGE

045 02 001 Does the Career Planner have an assigned office conducive to an effective career planning program?
Reference
MCO P1040.31J, CHAP 3, PAR 3005; MCO P1040R.35B, CHAP 3, PAR 3002

045 02 002 When in garrison does the Career Planner wear the seasonal dress blue uniform as appropriate?
Reference
MCO P1040.31J, CHAP 3, PAR 3007; MCO P1040R.35B, CHAP 3, PAR 3001

045 02 003 Does the Career Planner have additional duties that either compromised the Career Planner's position or require a preponderance amount of the Career Planner's time?
Reference
MCO P1040.31J, CHAP 3, PAR 3001.4

045 02 004 Does the Career Retention Specialist demonstrate satisfactory knowledge and understanding of the various types of reenlistments?
Reference
MCO P1040.31J, CHAP 3, PAR 4100.4; MCO P1040R.35B, CHAP 5, PAR 5100.1

045 02 005 Does the Career Planner demonstrate satisfactory knowledge and understanding of the reenlistment prerequisite criteria?
Reference
MCO P1040.31J, CHAP 4, PAR 4103; MCO P1040R.35B, CHAP 5, PAR 5101

045 02 006 Does the Career Planner demonstrate satisfactory knowledge and understanding of the purpose and scope of the request procedures for waiver of reenlistment prerequisite criteria?
Reference
MCO P1040.31J, CHAP 4, PAR 4105; MCO P1040R.35B, CHAP 5, PAR 5102 AND 5104

045 02 007 Is the Career Planner familiar with restrictions affecting service limits?
Reference
MCO P1040.31J, CHAP 4, PAR 4106;
MCBUL 5314 SERIES CURR FY;
MARADMIN 556/08 FOR FY 2009, ENDS 20090930;
MCO P1040R.35B CHAP 5, PAR 5200.1A

045 02 008	Does the Career Planner demonstrate satisfactory knowledge and understanding of retention system procedures? Reference MCO 1045.31J, CHAP 7, 7000-02, APP C
045 02 009	Does the Career Planner demonstrate satisfactory knowledge and understanding of the current FY Enlisted Retention Plan? Reference CURR FY RETENTION GUIDELINES; (MARADMIN) 330/09 FOR FY 2009
045 02 010	Does the Career Planner understand the organization of enlisted assignments MMEA and HQMC? Reference MCO P1040.31J, CHAP 1, PAR 1002, FIG 1-2
045 02 011	Does the Career Planner understand the definitions and terms cited in the Retention manuals? Reference MCO P1040.31J, CHAP 2, PAR 2000; MCO P1040R.35B, CHAP 2, PAR 2000
045 02 012	Does the Career Planner understand the Target Enlisted Progression Pattern? Reference MCO P1040.31J, CHAP 1, FIG 1-1
045 02 013	Does the Career Retention Specialist understand the responsibility and procedures between parent and host commands regarding FAP and TAD Marines? Reference MCO P1040.31J, CHAP 1, PAR 1002.1
045 03	INTERVIEW MANAGEMENT
045 03 001	Does the Career Planner demonstrate satisfactory knowledge and understanding of the purpose and types of career planning interviews? Reference MCO P1040.31J, CHAP. 6, PAR. 6000-6002; MCO P1040R.35B, CHAP. 8, PAR. 8000-8002
045 03 002	Does the Commanding Officer properly conduct required career planning interviews? Reference MCO P1040.31J, CHAP. 6, PAR 6002; MCO P1040R.35B, CHAP. 8, PAR 8001.4

045 03 003 Does the Career Planner correctly complete the career planning contact record?
Reference
MCO P1040.31J, CHAP. 6, PAR 6005; MCO P1040R.35B
CHAP. 8, PAR 8005

045 03 004 Has the Career Planner conducted 100% of required interviews as reflected in the appropriate Career Planning Contact Record?
Reference
MCO P1040.31J, CHAP. 6, PAR. 6005; MCO P1040R.35B
CHAP. 8, PAR. 8005

045 03 005 Does the Career Planner properly document required and unscheduled interviews on the correct Career Planning Contact Record?
Reference
TFRS MSG D1381 (RES COMP MARINES); TFRS MSG 1376
(ACT COMP MARINES)

045 03 006 Does the Career Planner counsel Marines on MOS Roadmaps?
Reference
ALMAR 044/05; TECOM WEBSITE: [HTTP://WWW.TECOM.USMC.MIL](http://www.tecom.usmc.mil)

045 03 007 Does the Career Planner provide Marine for Life guidance to Marines who will not reenlist?
Reference
ALMAR 068/02

045 04 SCREENING/ROUTING/RELM/SEPARATIONS PROCESSING

045 04 001 Does the Career Planner use the HQMC approved recommendation Routing Sheet, modifying it with Career Planner's unit letter head?
Reference
TFRS MESSAGE T0119

045 04 002 Does the Commanding Officer correctly screen Marines applying for Special Duty Assignments?
Reference
MCO P1326.6D

045 04 003 Does the Commanding Officer understand his/her responsibilities regarding the CO's recommendation/certification?
Reference
MCO P1040.31J, CHAP. 4, PAR 4102; MCO P1040R.35B,
CHAP. 5, PAR 5101.6

045 04 004 Does the Commanding Officer sign and initial all RELM responses from CMC (MMEA/CMT)?
Reference
MCO P1040.31, CHAP 7, PAR 7000.5; TFRS MSG R0031

045 04 005 Does the Career Planner ensure the proper reenlistment codes are assigned?
Reference
MCO P1040.31J, CHAP. 6, FIG 6-2; MCO P1900.16F, APP I; TOTAL FORCE RETENTION SYSTEM (TFRS) AUTH

045 04 006 Is the Career Planner familiar with the procedures for involuntary separation pay?
Reference
MCO P1040.31J, APP B, MARADMIN 141/03

045 05 REENLISTMENT PROCESSING

045 05 001 Does the Career Planner demonstrate satisfactory knowledge of the reenlistment lengths?
Reference
MCO P1040.31J, CHAP. 4, PAR 4100.6;
MCO P1040R.35B, CHAP. 5, PAR 5100.3

045 05 002 Does the Career Planner demonstrate satisfactory knowledge of the current reenlistment incentives for the Active and Reserve components?
Reference
CURR FY ENL RETENTION GUIDELINES;
MARADMIN 330/09 FOR FY 2010;
MCO P1040R.35B, CHAP. 6; MCO 7220R.38B, PAR 8;
MCBUL SERIES (SEE CURR MARADMINS)

045 05 003 Does the Career Planner correctly prepare and complete the Reenlistment Contract, DD Form 4, executed for the purpose of reenlistment?
Reference
MCO P1070.12K, CHAP. 4, PAR 4003;
IN CONJUNCTION WITH TFRS MSG D0008

045 05 004 Is the Selective Reenlistment Bonus Program, Statements of Understanding certified by the Commanding Officer and properly filed?
Reference
MCO 7220.24M, PAR 10

045 05 005 Are the oaths of enlistment/extension administered by a
 Commissioned Officer?
 Reference
 MCO P1040.31J, CHAP. 4, PAR 4109.1;
 MCO P1040R.35B, CHAP. 5, PAR 5406.1

045 06 EXTENSION PROCESSING

045 06 001 Does the Career Planner demonstrate satisfactory knowledge
 and understanding of the purpose of extension of
 enlistment?
 Reference
 MCO P1040.31J, CHAP. 4, PAR 4200-4203;
 MCO P1040R.35B, CHAP. 5, PAR 5300.2

045 06 002 Does the Career Planner correctly prepare and complete the
 agreements to extend enlistment, NAVMC 321A?
 Reference
 MCO P1040.31J, CHAP. 7, PAR 7004; MCO P1040R.35B,
 CHAP. 5, PAR 5407; TFRS T0095

045 06 003 Does the Career Planner correctly file the agreement to
 extend enlistment?
 Reference
 MCO P1040.31J, CHAP. 7, PAR 7004.5; MCO P1040R.35B,
 CHAP. 5, PAR 5407.6

045 06 004 Does the Career Planner demonstrate satisfactory knowledge
 and understanding of the policy and procedures for
 canceling voluntary extensions of enlistment?
 Reference
 MCO P1040.31J, CHAP. 4, PAR 4201; MCO P1040R.35B,
 CHAP. 5, PAR 5304

045 07 DOCUMENT MANAGEMENT

045 07 001 Does the Career Planner maintain the Career Planning
 Contact Record, and the Individual Record of Enlistment
 for a period of two years?
 Reference
 MCO P1040.31J, CHAP 6, PAR 6005.4

045 07 002 Does the Career Planner maintain an alphabetical file of
 Career Planning Contact Records?
 Reference
 MCO P1040.31J, CHAP. 6, PAR 6005.3

045 07 003 Does the Career Planner forward to CMC (MMSB-20) the original DD Form 4 and reproduced copies of required pages from the Service Record Book (SRB) upon reenlistment?
Reference
MCO P1070.12K, CHAP. 4, TABLE 4-1

045 07 004 Does the Career Planner ensure that an unsigned copy of DD Form 4 is filed on the Standard (right) side of the SRB upon execution of reenlistment along with Statement of Understanding and checklists as appropriate?
Reference
MCO P1070.12K, CHAP. 4, PAR 4003.2.A, TABLE 4-1

045 07 005 Does the Career Planner ensure that all previous contracts are filed on the document side of the SRB upon execution of reenlistment?
Reference
MCO P1070.12K, CHAP. 3, PAR 4001.2A

045 07 006 Does the Career Planner ensure that the original of the NAVMC 321 is placed on top of the contract on the Standard (right) side of the SRB and the duplicate with original signatures is forwarded to CMC (MMSB-20) upon execution of extension?
Reference
MCO P1040.31J, CHAP. 7, PAR 7004; MCO P1040R.35B, CHAP. 5, PAR 5407

045 08 RESERVE SPONSORSHIP

045 08 001 Does the command have a written agreement with the local Marine Corps Recruiting Station for Non Prior Service (NPS) applicants/enlistees and the local Marine Corps Prior Service Recruiting Site for Prior Service applicants/re-enlistees?
Reference
MCO P1040R.35, CHAP. 4, PAR 4102

045 08 002 Are orientation briefs being conducted for all NPS enlistees and documented on the reserve NPS Initial Orientation Checklist prior to IADT?
Reference
MCO P1040R.35B, CHAP. 4, PAR 4103.1 AND 4201, FIG. 4-2

045 08 003 Does the CO appoint a sponsor in writing for each newly joined Marine who is of similar rank and MOS?
Reference
MCO P1040R.35B, CHAP. 4, PAR 4104

045 08 004 Does the Career Planner provide a unit Welcome Aboard to each newly joined Marine?
Reference
MCO P1040R.35B, CHAP. 4, PAR 4105

045 08 005 Does the unit annually review the contents of the Welcome Aboard Package?
Reference
MCO P1040R.35B, CHAP. 4, PAR 4105.2

045 08 006 Does the unit 1stSgt/SgtMaj ensure that the newly joined Marine is assigned to the proper work section, issued proper equipment, and uniforms, receives pertinent unit information, and provides personal contact information to unit Admin?
Reference
MCO P1040R.35B, CHAP. 4, PAR 4403

045 08 007 Is the sponsor arranging appointments with the 1stSgt/SgtMaj and the Commanding Officer during the third drill weekend to report progress and any identified problems of the newly joined Marine?
Reference
MCO P1040R.35B, CHAP. 4, PAR 4402, FIG 4-1

045 09 RESERVE REFERRAL CREDIT

045 09 001 Does the commander actively assist the Marine Corps recruiting effort through command initiatives?
Reference
MCO 1130.56C, PAR 5.D

045 09 002 Does the Career Planner review the unit Reserve Referral Credit Report for accuracy and resolve disparities prior to submission of the quarterly Reserve Referral Credit Report?
Reference
MCO 1130.56C, ENCL (2)

045 09 003 Does the Career Planner understand the definition of a Reserve Referral Credit?
Reference
MCRC FROST CALL 018-06, DTD 28 FEB 2006

045 10 SPECIAL DUTY ASSIGNMENT PAY

045 10 001 Is the Career Planner assigned to and working in a
authorized Special Duty Assignment billet?
Reference
MCO 7220.12P, PAR 4

045 10 002 Is the Career Planner certified annually for eligibility to
receive Special Duty Assignment Pay?
Reference
DODFMR VOL 7A, CHAP. 8, PAR 080101.B